



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>REHABILITATION CHIEF</b>	<b>40</b>	<b>A</b>	<b>12.404</b>
<b>OPTIONS:</b>			
<b>A. DISABILITY ADJUDICATION</b>			
<b>B. COMMUNITY PROGRAMS AND PLANNING</b>			
<b>C. VOCATIONAL ASSESSMENT SERVICES</b>			

### SERIES CONCEPT

Under general direction of the division administrator, Rehabilitation Chiefs plan, organize, direct and administer major program areas within the assigned bureau/unit, and direct and supervise bureau/unit personnel and operations.

Establish, implement, and monitor the accomplishment of bureau/unit and program goals and objectives to ensure programs are administered in compliance with federal and State regulations and in accordance with the division mission. This includes reviewing and interpreting federal and State regulations governing the assigned program areas; analyzing demographic trends, statistical data, and assessing the needs of the population; consulting with advisory councils regarding priority areas; consulting with the administrator regarding department and division goals and objectives; determining the availability of resources; establishing meaningful and obtainable goals and objectives and a strategic plan; joint planning of staff activities through conferences and discussions; monitoring staff activities to determine progress towards meeting goals and objectives and to assess the quality and effectiveness of completed projects and assignments; and planning for future needs.

Develop operating and program budgets and monitor approved budgets; develop objectives, rationale, and costs for new or expanded programs, addition of personnel, and purchase of equipment; provide recommendations for incorporation into the division or federal agency budget; authorize spending plans and monitor and authorize expenditures.

Serve as a liaison with a variety of groups and individuals including advisory councils, consumer groups, community organizations, representatives of business and industry, agency heads and managers, State and federal government officials, and local and national professional groups. Solicit public participation in service planning; promote program goals and objectives; provide assistance with program development; coordinate program development and implementation with other agencies and programs; negotiate solutions to problems and mediate complaints; maintain current knowledge of the profession and issues and trends related to the assigned program area.

Develop State plans, policies, procedures and regulations related to the assigned program area by reviewing and interpreting federal and State laws and regulations; recommend and draft proposed changes in legislation and regulations; develop or direct staff to develop State plans, policies, and procedures and acquire necessary approval.

Supervise managers, senior professional or professional personnel and support staff to accomplish the goals and objectives of the bureau/unit and may provide administrative supervision to medical and mental health professionals as related to program operations. Supervision includes interviewing applicants and selecting personnel; delegating authority and responsibility to staff; ensuring appropriate training is provided; developing work performance standards and completing performance evaluations; providing counseling, guidance, and motivation; and initiating disciplinary action.

Perform related duties as assigned.

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## CLASS CONCEPTS

**Option A - Disability Adjudication:** The Rehabilitation Chief, Disability Adjudication plans, organizes, directs and controls personnel and other resources to produce Social Security Disability and Supplemental Security Income decisions and ensure disability decisions are made in compliance with federal and State laws, regulations, policies and procedures.

Develop and implement action plans and policies; coordinate and direct bureau operations; supervise bureau personnel to include a rehabilitation manager, quality management coordinator, hearings officer, and medical and mental health consultants; approve the federal budget submission and quarterly spending plan; serve as a liaison with Social Security Administration officials and administrators; conduct medical decision variance conferences to resolve conflicts; monitor the production of disability decisions to ensure compliance with quality, quantity and efficiency standards established by the Social Security Administration; and identify alternatives to resolving deviations from established goals and objectives.

**Option B - Community Programs and Planning:** The Rehabilitation Chief, Community Programs and Planning plans, organizes, develops, directs, and evaluates comprehensive, statewide, community-based rehabilitation programs to meet the needs of people with disabilities; and directs and supervises a unit of specialists who are engaged in program research and planning, procuring and managing grants, promoting and coordinating the development of rehabilitation programs and service delivery systems, evaluating and monitoring division and community-based programs, and certifying rehabilitation facilities.

Plan and develop programs and system changes; maintain an awareness of emerging issues; direct staff to conduct studies, surveys, and research to identify long range needs for services; serve as a division liaison with the Developmental Disabilities Council and representatives of community-based programs and organizations; participate in the development of the developmental disabilities State plan; plan, prioritize and identify resources necessary to create or expand services; procure funding by developing and submitting grant proposals independently or in conjunction with subordinate staff; direct and oversee the development of programs and innovative service delivery systems.

Administer and manage community-based programs which includes developing budgets, objectives, and rationale for funding; administer and control expenditures from federal and State programs; approve applications for grant and contract funding; review program evaluations and monitor activities completed by staff and ensure appropriate corrective action measures are implemented; negotiate the terms of funding or grant award and program evaluation findings with federal compliance authorities; direct the coordination of programs with other State, local, and national programs to ensure non-duplication of services and appropriate utilization of funding resources; and ensure information is gathered and reporting systems are established and utilized for program management decisions and completion of required reports.

**Option C - Vocational Assessment Services:** The Rehabilitation Chief, Vocational Assessment Services, plans, develops and oversees a variety of vocational assessment and related services based upon an ongoing analysis of customer needs within the department and from external entities and organizations.

Develop and maintain a businesslike approach to service delivery and program management; develop and organize resources required for the provision of identified services on a fee-for-service basis; develop, implement and maintain cost systems, cost analysis processes and fee structures to enable the cost effective provision of vocational assessment and related services; direct the provision of services through professional staff located in metropolitan and rural areas; direct internal and external marketing efforts for assessment services and work activities.

**CLASS CONCEPTS (cont'd)**

**Option C - Vocational Assessment Services (cont'd)**

Develop and maintain program evaluation processes for assessment services and vocational activities; identify and analyze national and local trends in vocational service provision, service demand and funding, and develop appropriate action plans.

Develop and monitor budgets, create work programs and adjust program funding; create and maintain accounting functions appropriate and specific to the needs of the Vocational Assessment Centers; oversee the maintenance of standards for ongoing national accreditation and oversee the development of performance standards for all vocational assessment center staff.

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**MINIMUM QUALIFICATIONS**

**SPECIAL NOTES AND REQUIREMENTS:**

- \* Options within this class will be designated at the time of recruitment.

**ALL OPTIONS:**

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**

**Working knowledge of:** principles, methods, and practices of administration and management; principles, methods, and practices of personnel administration; and statistical methods and applications.  
**Ability to:** collect and analyze data and information, draw and compare conclusions, and make decisions based on analysis; read and understand federal and State laws, professional journals, program documents, case files, and statistical reports; exchange ideas, information, and opinions with others to formulate policies and programs and arrive jointly at decisions, conclusions, or solutions; organize work flow to accomplish established objectives; delegate responsibility; hire, train, and evaluate staff; provide direction and guidance; administer necessary discipline; motivate others and stimulate people to effective action; effectively plan, organize, direct, control and coordinate assigned resources to achieve the bureau/unit mission, goals and objectives; work independently with minimal or no direction; establish and maintain cooperative working relationships with federal, State, and local government officials, superiors, peers, subordinates, staff of other agencies, consumers, clients, and the general public; write concise, logical, grammatically correct analytical reports, legislative proposals, program documents, and business correspondence; make oral group presentations to persuade others to accept a specific opinion or action and to explain procedures, policies, and regulations.

**OPTION A - DISABILITY ADJUDICATION:**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with a major in business administration, public administration, vocational rehabilitation, rehabilitation counseling, vocational evaluation, a field of social science, or related field and three years of managerial experience which included responsibility for program planning, development and implementation; interpretation and application of regulations; developing and managing a large program or agency budget; and managing professional personnel; **OR** an equivalent amount of education above the high school level and experience as described above. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**

**Working knowledge of:** the principles of governmental accounting and program budgeting. **Ability to:** successfully communicate with subordinate physicians, psychologists, and professional disability adjudication

### MINIMUM QUALIFICATIONS (cont'd)

#### OPTION A - DISABILITY ADJUDICATION (cont'd)

staff; and effectively use specialized professional counsel within the bureau specific to the management and disability decision-making process.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** Social Security Administration administrative regulations and policies; and current social economic issues and trends as they relate to disability programs. **General knowledge of:** the principles, techniques, and practices of Social Security disability adjudication; and medical terminology, psychological terminology, anatomy, physiology and clinical procedures sufficient to analyze and understand the information contained in disability claims. **Ability to:** operate a personal computer and computer terminals as part of a major Social Security Administration computer system; and develop and administer rehabilitation programs.

#### OPTION B - COMMUNITY PROGRAMS AND PLANNING:

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major in business administration, public administration or a related field and five years of experience at a managerial or professional program specialist level (e.g., Rehabilitation Program Specialist II) which included responsibility for planning, developing and managing programs whose focus is to develop or implement services for individuals with disabilities or other individuals with specific needs; developing and administering program budgets; coordinating resources to achieve goals and objectives; researching and writing analytical reports, grant proposals, and legislative proposals; interpretation and application of regulations; and supervising professional personnel; **OR** an equivalent amount of education above the high school level and experience as described above. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** federal, State and non-profit programs, services and systems; current social and economic issues and trends related to rehabilitation programs; and principles of program budgeting. **General knowledge of:** federal and State programs and systems applicable to the field of rehabilitation. **Ability to:** create and establish statewide comprehensive rehabilitation services to provide disability support services to consumers of federal and State rehabilitation services and programs; coordinate the work, budgets, and objectives of a number of diverse community-based service entities by determining the time, place, and sequence of action to be taken on the basis of analysis of data; develop and administer rehabilitation programs and services.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** federal and State programs and systems applicable to the assigned program area; State and agency administrative regulations, policies, and procedures; and federal and State laws governing rehabilitation programs. **Ability to:** create and develop new and unique methods to improve bureau/unit performance.

#### OPTION C - VOCATIONAL ASSESSMENT SERVICE:

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in vocational evaluation, vocational rehabilitation, rehabilitation counseling, business administration, public administration, or a closely related field and three years of program management experience which included responsibility for program planning, development and implementation; interpretation and

application of regulations; developing and managing a large program or agency budget; and managing professional personnel; **OR** an equivalent combination of education and experience. (*Special Notes and Requirements*)

**MINIMUM QUALIFICATIONS (cont'd)**

**OPTION C - VOCATIONAL ASSESSMENT SERVICE (cont'd)**

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** public and private rehabilitation service design and delivery; principles of vocational assessment, psychometric design, validation and reliability; work adjustment techniques and counseling theories; work procurement, bidding and Department of Labor Standards related to rehabilitation service provision; marketing, budgeting and cost accounting; Commission of Accreditation of Rehabilitation Facilities (CARF) standards. **Ability to:** analyze trends in service delivery, consumer needs and funding; plan and establish services in response to emerging trends; develop and coordinate a range of interdependent assessment services; analyze accounting reports, program evaluation reports and consumer/customer feedback in order to develop and implement effective corrective action.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** division rules, regulations, policies and procedures related to rehabilitation services. **Working knowledge of:** State and federal statutes and regulations pertaining to vocational assessment services; State budgetary system and accounting processes and practices.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.404

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10/23/92PC  
REVISED: 7/1/93LG  
REVISED: 4/29/98R  
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